

**Agency Name**

Office of State Human Resources

Project Sponsor Name

Jill Lucas

Agency Division

Communications

Project Sponsor Email

jill.lucas@nc.gov

Division Name

Communications

Agency Website

<https://oshr.nc.gov/>

Agency mission and services provided to the community

The Office of State Human Resources (OSHR) serves as the “Center of Human Resources Collaboration and Facilitation” for the State of North Carolina through an integrated, professional Human Resources function that is collaborative, strategic, and customer-focused, allowing state government to attract, retain, develop, and motivate a high-performing, diverse workforce. In compliance with the State Human Resources Act and with accountability to the Governor and the State Human Resources Commission, we provide high quality human resources services that enable agencies and universities to attract, motivate, develop, and retain a competent, diverse workforce to meet their business objectives.

Project Description and Expectations

Employment First website: Create a testimonials website supporting Executive Order 92: Employment First for North Carolinians with Disabilities. <https://governor.nc.gov/documents/executive-order-no-92-employment-firs...>

Major tasks to be performed?

1. Work with Human Resources to identify agency and university employees with disabilities who would be willing to provide a testimonial on their careers with the State
2. Interview employees
3. Take and edit photos and videos of employees
4. Write content for webpage
5. Work with web manager to design and create a webpage utilizing the content developed

Desired knowledge and skills of the intern?

1. Ability to conduct thoughtful and friendly interviews
2. Knowledge of website content management system
3. Skills with photography and videography and editing skills
4. Basic understanding of how a webpage is structured
5. Ability to write in a concise content in a consistent style and voice

What field(s) of study is best suited to this opportunity?

English
Visual Design
Graphic Design
Marketing

Final product or outcome anticipated?

Draft/published webpage highlighting Employment First

What can a student expect to learn during this internship?

1. Webpage development
2. Strengthen writing skills
3. Refine photography/videography skills and editing skills
4. Understanding of state government review and approval process
5. Marketing an organizations' initiatives

Ed2NC recommends remote internships to allow all North Carolina students an equal opportunity to participate. Will this be a remote internship, in-person, or hybrid?

Hybrid

Expected hours per week and/or total project hours?

5-10 hours/week for a total of 40 hours

What is the anticipated intern work schedule?

Flexible hours between 9-4 M-F. In-person schedule will be determined on availability of intern and scheduling of video interviews.

Will travel be required?

Potentially

Will state equipment be provided for intern to perform required tasks?

Camera and video equipment if necessary

Proposed pay rate?

\$18/hr